



# HEALTH DEPARTMENT

To: Interested Persons

From: Barbara Pletz, EMS Administrator

Date: August 28, 2006

Subject: Pandemic Flu Planner (Registered Nurse) Contractor

We are conducting process for selecting a registered nurse, on contract, to lead planning activities for healthcare delivery during a pandemic influenza scenario.

## Scope of Work

This contractor will:

1. Work under the direction of the EMS Administrator.
2. Collaborate closely with an infectious disease physician based in the Health Department, the EMS Administrator, the EMS Medical Director, and the County Health Officer.
3. Research best practices related to pandemic flu planning to include government (federal, state, county), healthcare organizations, and medical institutions.
4. Develop detailed written plans for the provision of medical care in San Mateo County relative to pandemic influenza to include four stages:
  - a. "Green" - little or no transmission
  - b. "Yellow" - limited to moderate transmission
  - c. "Red" - extensive transmission
  - d. "Black" - uncontrolled transmission transmission
5. The plans will specifically address the following components:
  - a. A model hospital surge plan (bed capacity, staffing, equipment/supplies, maintaining essential services) to include:
    - i. Staffing
    - ii. Patient capacity
    - iii. Equipment/supplies
    - iv. Maintaining essential services
  - b. A model plan for triage, clinical evaluation, and treatment guidelines related to suspected influenza for the prehospital setting, hospitals, skilled nursing facilities, non-hospital health care facilities, and alternative care sites
  - c. Facility access/security
  - d. Model admission procedures for hospitals and alternative care sites
  - e. Process and guidelines for rationing medical care and equipment
  - f. Requirements for alternative care sites
    - i. Staffing (categories, job descriptions)
    - ii. Medical equipment and supplies
    - iii. Non-medical equipment and supplies
    - iv. Procedures (e.g., documentation, scope of medical care offered)
6. Develop detailed policies and procedures for local pharmaceutical and medical supply stockpiles to include:

## EMERGENCY MEDICAL SERVICES

**Board of Supervisors:** March Church • Rose Jacobs Gibson • Richard S. Gordon • Jerry Hill • Adrienne Tissier • **Health Services Director:** Charlene Silva  
225 – 37<sup>th</sup> Avenue • San Mateo, CA 94403 • **PHONE:** 650.573-2564 • **TDD** 650.573.3206 • 650.573.2029

- a. Storage
  - b. Inventory management
  - c. Distribution when needed including transportation, repacking, labeling
  - d. Security
  - e. Communications procedures
  - f. Documentation procedures
7. Develop procedures for accepting, storing, breaking down, assets received from state/federal stockpiles.
8. Staff healthcare delivery pandemic flu planning committees to include:
  - a. Hospitals
  - b. Clinics/Physician offices
  - c. Skilled Nursing Facilities
  - d. Alternative Care Sites
9. Participate on other County committees related to pandemic planning when requested by EMS Administrator including, but not limited to:
  - a. Prehospital medical care
  - b. Medical Reserve Corps
  - c. Medical Advisory Committee
  - d. Nurse Managers Committee
  - e. Emergency Medical Care Committee
10. Provide consultation and technical support for pandemic influenza planning activities related to vulnerable populations, including but not limited to:
  - a. Aging and dependent adult populations
  - b. Residential/institutional (e.g. residential care facilities, correctional facilities)
  - c. Mentally ill
  - d. Dependent on prescriptive medications
  - e. Substance dependent
11. Relative to a May 2007 pandemic flu table-top drill, Contractor will have primary responsibility for developing the scenario related to hospitals, non-hospital medical facilities, and alternative care sites.

#### Qualifications

- A. Registered nurse (essential)
- B. Management experience in a hospital setting (essential)
- C. Project management experience (essential)
- D. Disaster response planning experience (desirable)

Interested registered nurses should submit letters of interest and a curriculum vitae prior to September 31, 2006 to:

Barbara Pletz,  
EMS Administrator  
San Mateo County EMS Agency  
225 37<sup>th</sup> Avenue  
San Mateo, CA 94403  
(650) 573-2564  
bpletz@co.sanmateo.ca.us